

**Senate Finance and Public Administration Legislation Committee
—Supplementary Budget Estimates Hearing—October 2015**

Answers to Questions on Notice

Parliamentary departments, Department of Parliamentary Services

Topic: **Process for Ministerial movements**

Question: **16**

Hansard Reference **p 20; 19 October 2015**

Date set by the committee for the return of answer: 4 December 2015

Senator WONG: And the process by which this work is requisitioned—can you just take me through your paperwork.

Mr Ryan: I would have to check on it, but I believe the—

Senator WONG: Is there someone behind you who can help?

Mr Ryan: There is no-one here. I would have to go and check with my staff outside of here.

Senator WONG: I do have some questions about furniture et cetera. I can come back to them if you want to get them here.

Mr Ryan: I think I have most of them. I am not sure of the exact process of how those requests are raised.

Answer

Movement of and other matters relating to Status A and B furniture are managed by the Furniture Manager within DPS. Requests are received from Ministerial Wing Support (MWS) (Department of Finance) via email, phone or via SAP. Once a furniture movement is requested by MWS, the Furniture Manager will send an access form via email for approval to request access to the suite.

Requests for changes such as new name plates for offices are also received by DPS from MWS.